

# STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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James D. Montgomery  
Merit Board Chair  
Jeff Brownfield  
Executive Director

TO: Designated Employer Representatives/Human Resources Directors  
Classification Personnel  
Testing Personnel

FROM: Lucinda M. Neitzel   
Assistant Director, Classification, Examination and Compensation

SUBJECT: Final Status Notice for the Program/Student Advisor

DATE: December 14, 2015

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revisions to the following classification(s):

## Program/Student Advisor

Classes are currently used by: CSU, EIU, GSU, ICCB, NEIU, NIU, SIU-E, SIUC, UIC, UIS, UIUC

<u>Current Class</u>	<u>Action Proposed</u>	<u>Revised/ New Class</u>	<u>Prom. Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Effective Date</u>
0055  Program/ Student Advisor	REVISE	0055  Program/ Student Advisor	N/A	01/ Professional	1	078/ Student Activity & Program Services	2/1/16

### Voiding/Deleting Registers

The employment registers for the Program/Student Advisor should be voided at the close of business on Friday, January 29, 2016. All testing materials related to this title should be destroyed.

### Class Specification and Examination Components/Instruments

The revised class specification and examining instruments for the Program/Student Advisor Series classifications (Credentials Assessment) will be effective (available per E-Test) February 1, 2016. For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at [www.sucss.illinois.gov](http://www.sucss.illinois.gov).

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Tonya Weber at (217) 278-3150 Ext. 230 or at [tonyaw@sucss.illinois.gov](mailto:tonyaw@sucss.illinois.gov).